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## STANDING COMMITTEES AND WORKGROUPS

### Policy No. 104

Committees and workgroups develop action recommendations for full Council consideration and adoption. Each council member serves on one standing committee and one workgroup.

### STANDING COMMITTEES

**GOVERNANCE COMMITTEE:** The Governance Committee shall be composed of the Council Chair and other members who opt to sit on the Committee not to exceed eight (8) members. The Committee members shall elect a Committee chair annually. The responsibilities of the Governance Committee are to review and revise bylaws, policies and procedures and recommend changes to the full Council for action as appropriate. This Committee also reviews conference funding requests and determines amounts to be granted within the conference fund established annually by the full Council. See Council Policy No. 111: Conference Support Fund.

**MEMBERSHIP COMMITTEE:** The Membership Committee shall be composed of members who opt to sit on the Committee not to exceed eight (8) members. The Committee members shall elect a Committee chair annually. The Membership Committee is responsible for member training and development, new member recruitment and orientation, review of annual council composition, coordination of officer elections, review of suspected excessive reimbursement requests and member removal recommendations. The Membership Committee Chair is responsible for working with the Executive Director to identify, plan, conduct and adjust all Council in-service training. See Council Policy No. 103: Council Operations.

**PUBLIC POLICY COMMITTEE:** The Public Policy Committee shall be composed of members who opt to sit on the Committee not to exceed eight (8) members. The Committee members shall elect a Committee chair annually. This Committee shall be responsible for activities associated with legislation, state agency rules and regulations, public and private service providers' program policy, and information dissemination of Council public policy and programmatic position statements. Specifically, the Public Policy Committee has the responsibility to review public policy issues, develop public policy positions, prepare legislative agendas and make recommendations to the full Council as appropriate.

#### 1. Legislation

- a. The Committee shall prioritize by reviewing all potential legislative issues for the upcoming session and discussing and determining their comparative relevancy and importance. A legislative agenda shall be established indicating each issue as either active, participatory, or monitoring, "Active" means proposals/issues the Council initiates, or

those issues the Council will take an active lead role in to advance, plan design strategy, develop and/or finance materials or other forms of support. "Participatory" means those issues where the Council is part of a coalition or network working to achieve a specific outcome, but the Council does not take the lead. It also refers to those issues where the Council may prepare background information or data, visit with coalitions or individual groups per their request, or work with legislators on a legislative committee per their request. "Monitoring" refers to those issues that may impact the disability system yet are not directly dealt with by the Council unless the status changes.

- b. The Executive Director shall be responsible for ongoing monitoring and reporting of activities of legislative action/issues pertinent to the Council. The Executive Director shall compile relevant legislative information and present to the Committee at the first (1<sup>st</sup>) quarter meeting. Legislative issues that do not emerge until the legislative session and that may be appropriate for Council involvement, will be identified and analyzed by the Executive Director and referred to the Committee for action at one of the three levels listed above.
2. Public Agency Rules/Regulations: The Executive Director shall monitor all public agencies' rule-making activities and report all pertinent proposals to the Committee either during rule promulgation or at the next immediate Committee meeting. This Committee shall be responsible for reviewing comments by staff regarding administrative rule-making proceedings.
3. Press Releases: This Committee and Executive Director may draft and make recommendations pertaining to actions concerning developmental disabilities for issuance to media outlets. All news releases shall be reviewed and approved by the Executive Director. All press releases shall be distributed by staff and kept on file in the Council office.

**CONSUMER LEADERSHIP CAUCUS:** This Caucus shall be composed of all self-advocates, or parents or guardians of a person with a disability on the Council who opt to participate. The Consumer Representative shall serve as Chair of the Consumer Leadership Caucus. The purpose of this Caucus is to provide consumer input to the full Council and promote leadership development among Council self-advocates.

**STANDING COMMITTEE MEETINGS:** The Standing Committees shall meet during the regular quarterly Council meetings and as needed, either as a group or on a telephone conference call, within budgetary considerations. Public Notice of time and place of meetings or conference calls shall be according to Idaho Open Meeting Laws. Members shall be given notice by the Chair, or designee, at least ten (10) days prior to meeting unless in the opinion of the Chair, or designee, the subject matter of the meeting warrants immediate action.

## **COUNCIL LIFE GOAL WORKGROUPS**

Each year the Council shall establish three (3) workgroups to support and advise the full Council on specific life goal areas set forth in the Council's Five-Year Plan. The workgroups deal with State Plan development, oversight of implementation and the budget allocated to State Plan activities. Each Council member shall serve on one workgroup of their choosing. No workgroup shall have more than eight (8) members.